

Capital Planning Committee Meeting Minutes October 5, 2017

In attendance were: Steve Andrew
Dean Carman
John Danizio
Charlie Foscett
Chris Moore
Sandy Pooler
Brian Rehrig
Barbara Thornton
Rich Viscay

Not in attendance:

Also in attendance: Joe Barr, Capital Planning Committee Advisor
Michael Morse, Deputy Treasurer
Timur Yontar, Capital Planning Committee Advisor
Amy Fidalgo, Management Analyst

- **Meeting Opened:** Brian Rehrig called the meeting to order at 5:05pm. The Committee reviewed the minutes of September 28, 2017. Richard Viscay moved to approve the minutes of September 28, 2017. Chris Moore seconded. All voted in favor.
- **Update on Funds Status:** Sandy Pooler provided an update on various Town projects for the Committee. The School Department is moving into design development at the Hardy School with a budget of \$4.3m, which is an \$800k increase, as details are filled in from schematic design per square foot costs to construction document detail. Ruthy Bennett informed the PTBC of some other repairs that could happen during the construction process; these repairs are not an official capital planning request at this time. The Committee discussed the factors that contributed to the budget increase.

The turn back from Stratton is still anticipated to be approximately \$400k. The interior of Gibbs is almost entirely demolished. There was asbestos caulking discovered when removing the windows, but as of now the project is still on budget. The Town is waiting on a temporary certificate of occupancy for the Thompson School. There is approximately \$164k surplus to be returned to the Town. Sandy Pooler confirmed that the DPW received \$250k grant for the Mystic Bridge.

- **Report on Reserves:** Rich Viscay met with Adam Chapdelaine and Sandy Pooler to review the D.O.R. guidelines for a surplus in bond proceeds. Rich Viscay will be providing a memo at next meeting to further explain his recommendation for the upcoming Capital Plan.
- **Sub-Committee Recommendations:** Barbara Thornton and Rich Viscay presented their recommendations for the Town Manager, Purchasing and Library capital requests and suggested prior capital balance sweeps. Barbara Thornton summarized general themes for the Committee to consider, including the level of preventative investments for items like computers and copiers, the level of project management performed by the department heads in regard to their capital

requests, and how to best communicate to department heads what capital requests have made it into the plan prior to Town Meeting.

- Library: Richard Viscay summarized the recommended funds to sweep from prior years, and explained which accounts will remain open for a repointing project that has previously been approved at the Robbins Library. Steve Andrew commented that the repointing was originally approved in 2014 and has yet to begin. The Committee discussed how to address the issue of capital projects beginning in a timely manner. Dean Carman moved to have Sandy Pooler discuss the capital balance sheet with Andrea Nicolay, Director of Libraries, and discuss how the Library will work with the Facilities Department to manage this project. Sandy Pooler seconded. All voted in favor.

The Committee discussed the FY19-23 Library capital requests. Barbara Thornton recommended that the EMS and Retrocommission, Replacement of Building A/C and the Replacement of Roof Covering Membrane be combined into one capital request in the amount of \$237,000. The Committee discussed the MLN Equipment Schedule and discussed if all of the PC replacement listed on the schedule was part of the MLN program. Charlie Foskett stated that with the possible exception of an increased cost, this request is consistent with past practice to replace these machines. Charlie Foskett asked for clarification on the Elevator Overhaul capital request, and confirmation of the amount and the lifecycle expected for the elevator. The Committee discussed why the Front Door Replacement capital request is in FY20 if this item is a security concern.

The CPC voted to accept the recommendations of the Subcommittee subject to receiving more information on the elevator repairs, and the severity of the front door replacement request, subject to the limitations and final packaging of the Capital Budget (9-0).

- Town Manger: There are no prior capital accounts to be swept at this time. The Committee discussed the Website Enhancement capital request. This request will go towards mobile app development, and ADA compliance in upcoming years. The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget (9-0).
- Purchasing: The Committee reviewed the figures proposed for the photocopier lease program. The CPC voted to accept the recommendations of the Subcommittee subject to the limitations and final packaging of the Capital Budget (9-0).
- **Adjournment:** Rich Viscay moved to adjourn at 7:15pm. Dean Carman seconded. All voted in favor.